

# User Guide



## ***AESPcLink***

The complete guide to file electronic  
export information (EEI) to the  
Automated Export System

## **Table of Contents**

	<b>Page Number</b>
<b>General Information on Shipments</b>	<b>3</b>
Sections in the EEI	3
Special Shipments	4
<b>Parties Involved in an Export Transaction</b>	<b>5</b>
<b>About Your AESDirect Account</b>	<b>6</b>
<b>Getting Started with AESPcLink</b>	<b>7</b>
Main Menu	9
AESPcLink Tools	9
Features	11
<b>Create a New Shipment</b>	<b>12</b>
Log in to AESPcLink	12
Shipment Information	12
USPPI / Freight Forwarder	15
Ultimate Consignee / Intermediate Consignee	16
Commodities	17
New Commodity	19
Equipment Details	19
<b>Save and Send Shipment to AESDirect</b>	<b>20</b>
Save Shipment	20
Send Shipment to AESDirect	21
<b>Templates</b>	<b>22</b>
Create a Template	22
Load a Template	22
Delete a Template	23
<b>Profiles</b>	<b>24</b>
Create Profile	24
Load Profile	24
Search/Edit Profile	25
Delete Profile	25
<b>Shipment Manager</b>	<b>26</b>
Access the Shipment Manager	26
Search for Shipments	26
Search by Date	27
Filter Your Search	27
Tabs	28
Show More/Show Less Shipment Details	28
Results per page	28
Sort Search Results	28
Magnifying Glass Preview	29
Shipment Status - View Detailed AES Response Messages	29
Manage Shipments – “I want to...”	30
Print Search Results	30
Save Frequently Used Searches	31
Export to a Spreadsheet File	32
Search for Previous Downloads	33
Retrieve a Shipment	33
Help Icon	34
<b>Retrieve, Verify/Update, Print and Delete a Shipment</b>	<b>34</b>
Retrieve a Shipment	34
Verify/Update a Shipment	34
Print a Shipment	35
Delete a Shipment	35
<b>AES Responses</b>	<b>36</b>
Response E-mail	36
Shipment Responses	37
<b>AES Proof of Filing Citations</b>	<b>38</b>
<b>Additional Resources</b>	<b>30</b>
Government Websites	39
Contact Information	40

## ***General Information on Shipments***

---

Before learning how to file Electronic Export Information (EEI) using *AES*PcLink**, here is some general information regarding EEI.

### **Sections in the EEI**

#### **Shipment Information**

This section will contain general shipment information and carrier details. **Required** for all EEI filings.

#### **USPPI**

This section will contain information about the USPPI, person or entity in the United States that receives the primary benefit, monetary or otherwise, from the export transaction. **Required** for all EEI filings.

#### **Ultimate Consignee**

This section will contain the information regarding the receiver of the shipment. The ultimate consignee is the person, party or designee that is located abroad and actually receives the export shipment. This is **required** for all EEI filings.

#### **Commodities**

This section will contain information regarding the merchandise being exported. At least one line item is needed for each EEI transmitted to the AES. This is **required** for all EEI filings.

#### **Intermediate Consignee**

This section will contain information about the intermediate consignee, the person or entity in the foreign country who acts as an agent for the principal party in interest with the purpose of effecting delivery of items to the ultimate consignee. The intermediate consignee may be a bank, forwarding agent, or other person who acts as an agent for the principal party in interest. This section is **conditional** based on how the transaction is delivered to the Ultimate Consignee.

#### **Freight Forwarder**

This section will contain the information about the forwarding agent authorized to file the EEI on behalf of the USPPI. This section is **conditional** based on the party filing the EEI. If your account was registered as a Forwarding Agent, you do not need to complete this section. Your profile will be loaded automatically for new EEI.

## Special Shipments

**Routed export transactions** - A transaction in which the Foreign Principal Party in Interest (FPPI) authorizes a U.S. agent to facilitate the movement of cargo out of the US and file the EEI in the AES.

**Puerto Rico Companies** - The following is required:

- City – must be the Puerto Rico municipality
- State – must be Puerto Rico (PR)
- Country – must be United States (U.S.)
- Postal Code – must be a valid postal code in Puerto Rico

**Transshipments shipments** through Mexico or Canada to other foreign destinations will provide the following information on the EEI for the fields listed below.

- Mode of Transport (MOT) – MOT when crossing the U.S. border
- Port of Export – Port of crossing at U.S. border
- Carrier Code and Conveyance Name – Carrier at U.S. border
- Country of Destination – Ultimate Country of Destination

### Example:

A truck is transporting cargo that does not require an export license from Cleveland to Canada with final destination to Germany. It crosses the U.S. border at Detroit and then shipped by vessel from Montreal to Germany. The filer will report the truck transportation company effecting the delivery of the goods to Canada and the port of export as Detroit, but list the country of ultimate destination as Germany.

**Sold en Route** – If the Ultimate Consignee is unknown at the time of export because the cargo will be sold while at sea or air, click the "**Sold En Route**" box.

If "Sold en Route" is selected, all consignee information must be updated within 4 calendar days of exportation or as soon as the information is known.

Information should be stated as follows:

- **Ultimate Consignee Name:** Sold En Route
- **Address 1:** SEA
- **City:** City of First Port of Call
- **Country:** Country of First Port of Call

**Mail Shipments-** If your shipment is being exported by the United States Postal Service (USPS), select "Mail" as the mode of transportation. The Carrier SCAC/IATA and Conveyance Name fields should be left blank.

## ***Parties Involved in an Export Transaction***

---

### **Definitions of Parties in the AES**

- **U.S. Principal Party in Interest (USPPI)**  
The USPPI is the person or entity in the United States that receives the primary benefit, monetary or otherwise, from the export transaction.
- **Foreign Principal Party in Interest (FPPI)**  
The party shown on the document to whom final delivery or end-use of the goods will be made. This may be the ultimate consignee.
- **Ultimate Consignee**  
The ultimate consignee is the person, party or designee that is located abroad and actually receives the export shipment. This may be the end-user or FPPI.
- **Freight Forwarder – Authorized Agent**  
The person in the United States who is authorized by the principal party in interest to facilitate the movement of the cargo from the United States to the foreign destination and/or prepare and file the required documentation.
- **Intermediate Consignee**  
The intermediate consignee is the person or entity in the foreign country that acts as an agent for the principal party in interest with the purpose of effecting delivery of items to the ultimate consignee.

## About Your AESDirect Account

---

**AES*PcLink*** is available for download to your computer and works through an **AES*Direct* Account**. Below is an overview of all account types and the roles of each user. AES*Direct* has 3 different account types to facilitate maintenance for companies. For a comprehensive list of responsibilities, see the Account Administrator User Guide located in the Support Center of [www.aesdirect.gov](http://www.aesdirect.gov).

### Account Administrator Role

**Inform others within company** - The Account Administrator is the legal manager of the AES*Direct* account. If changes need to be made to the AES*Direct* account, formal communication must be established with AES*Direct* Technical Support. Only the registered Account Administrator is authorized to sign paper documents and request account changes.

**Create and manage User Managers** - The Account Administrator creates a username for each filer in the company. Two of these accounts can be designated as User Managers to help manage user accounts created for the company, known as User Managers.

### User Manager Role

The role of a User Manager is also very similar to that of the Account Administrator. A User Manager can create new AES*Direct* user accounts and manage company access to AES*PcLink*. If necessary, they can also assist in resetting passwords for users in the company.

Unlike Account Administrators, User Managers cannot act legally on behalf of the account when contacting AES*Direct* Technical Support or make any changes to the Account Profile.

**The Account Administrator and other User Managers can enable User Manager rights for any existing User in the company account. However, the number of User Managers is limited to 2.**

### User Role

Users hold the most fundamental role in AES*Direct*. They are responsible for the day-to-day filing of EEL. Some Users can be limited to just viewing historical filing data.

All Users, including User Managers and Account Administrators may reset **forgotten** or **expired** passwords by clicking the "Forgot your password?" link on the Login Screen. Please note that any locked out or disabled account must contact their Account Administrator for further access.

# Getting Started with AESPcLink

AESPcLink is a software component of the AESDirect website filing application. This easy-to-use software allows you to manage AES filings locally from any Windows-based desktop. Simply download AESPcLink and login using your current AESDirect account login information. Among the advantages of the software are increased storage capabilities, the option for a Spanish interface, and its capability to store shipments before actually connecting to the Internet and sending to AES. AESPcLink only requires Internet connection to install/update the software, update the AES Code Tables, retrieve Shipment Responses or to use any of the AESDirect Functions.

## AESPcLink Interface

### Vertical Navigation Menu

The AESPcLink software has all major functions listed on vertical bar for your access convenience.

### Color Codes

**RED** indicates a **mandatory field** (IS required)

**BLUE** indicates a **conditional field** (MAY be required)

**BLACK** indicates an optional field (NOT required)

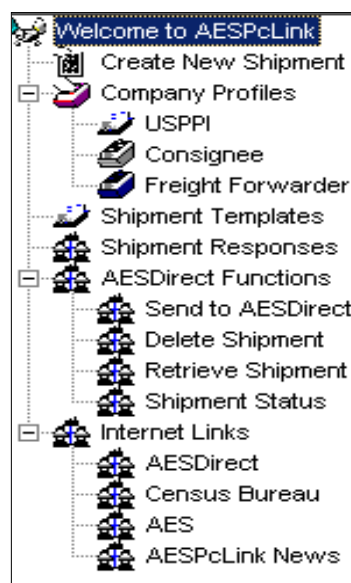
**Completing the EEI** – AESPcLink has a tab format for easy navigation when filling out each section. Always scroll to the bottom of each tab to fill out all required fields.

**Editing sections** - Click on the tab for the section you would like to edit. You may move between sections without losing information.

**Clearing sections** - Click “Clear Section” in the bottom right corner. This will only clear the section being edited.

### Help

Help is available for each section by pressing the <F1> key. Click on the Help to determine if a conditional field must be completed for the shipment and, if so, how to complete it.



Vertical Navigation Menu

Shipment Information
All data entry fields for the Shipment Information section of the EEI are explained below. They follow the same Color Coding conventions used in AESDirect. To access Help from any field, press <F1>.
<b>E-mail Response Address</b> <b>Mandatory field.</b> The default for this field is the e-mail address you selected for use with AESPcLink. If you did not select a default e-mail address in the AESDirect Accounts section of Tools, you must enter at least one here or your shipment will not be accepted.  <i>Note: In this field you may overwrite your default e-mail address and/or enter e-mail addresses for other parties to whom you want the CBP AES response to be sent. You can enter up to 45 characters in this field, but be sure to separate the e-mail addresses by commas.</i>
<b>Shipment Reference Number</b> <b>Mandatory field.</b> This is your AES reference number for the shipment. It can be any alpha/numeric combination up to 17 characters. It can also include period (.), dash (-), and forward slash (/) characters.  <i>Note: The Shipment Reference Number must be unique for five years for each individual filer.</i>
<b>Transportation Reference Number</b> <b>Conditional field.</b> The transportation reference number is mandatory for all vessel shipments. Optional for Air, Rail and Truck shipments. Not allowed for other modes of transport. Use the number issued by the ocean carrier or NVOCC. Do not use UNKNOWN, UNKN.
<b>Origin State</b> <b>Mandatory field.</b> Choose the appropriate state from the dropdown list.  <i>Note: State of origin is defined as "the state in which goods begin their journey to the port of export, or the state of the commodity with the greatest value, or the state of consolidation."</i>
<b>Foreign Trade Zone</b> <b>Conditional field.</b> Type in FTZ number if the goods being exported originated in a foreign trade zone. Report the 1 to 5 character alphanumeric code assigned by the Foreign Trade Zone Board to either a foreign trade zone or sub-zone.

AESPcLink Help

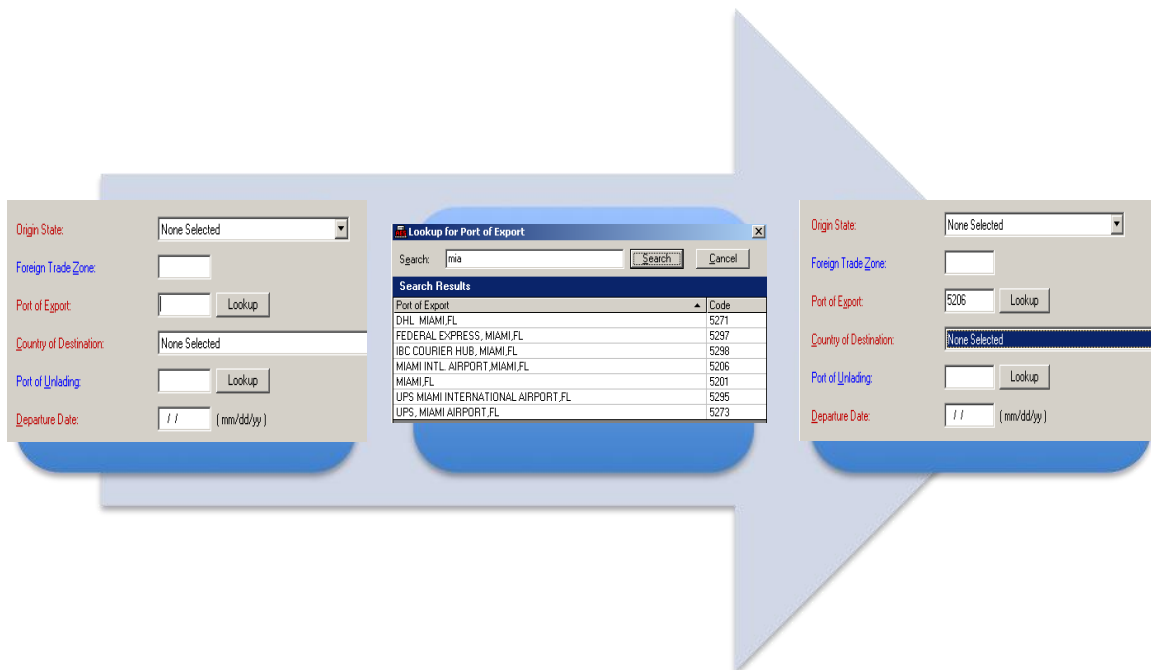
## Lookup

A “Lookup” feature is available to help filers search for codes. Fields that require codes have a lookup button located next to the field.

1. Click the “Lookup” button next to the respective field
2. Enter at least 3 characters of the name of the desired code, then click “Search”. Typing “\*” in front of your search characters returns matches that contain the character string in any part of the description.
3. Double click the desired item. The code will be added to the EEI form and the lookup window will close.

Example:

1. Click “Lookup” next to the Port of Export.
2. Enter “MIA” and click search.
3. Locate the appropriate Port of Export and double click to add to the EEI.



**The code 5206 will automatically fill in the Port of Export field**



## Main Menu

The left side of the screen displays a vertical navigation bar, which will be used to create, retrieve and submit EEI, and perform all *AESDirect* functions. The right side of the screen highlights the capabilities of *AESPcLink*. The selection made on the left side of the screen will determine what the right side of the screen displays.

## Company Profiles

Creating profiles saves time by storing information pertaining to frequent USPPIs, Freight Forwarders and Ultimate Consignees. The information is stored on each computer and can be loaded directly for different EEI.

See “Profiles” section for more details.

## Shipment Templates

Templates store a copy of commonly used shipments. They store a skeleton form of a shipment. They are most helpful if filing recurring shipments for the same commodity from the same USPPI to the same Ultimate Consignee. The only elements removed are the Shipment Reference Number, Transportation Reference Number, Departure Date, Origin State, 1<sup>st</sup> and 2<sup>nd</sup> Quantity, Gross Weight and Value.

## Shipment Responses

You can view the responses generated for shipments for a defined timeframe through this option. See “Shipment Responses” section.

## AESDirect Functions

Options to create, retrieve, or delete shipments are available with Internet connection.

## Internet Links

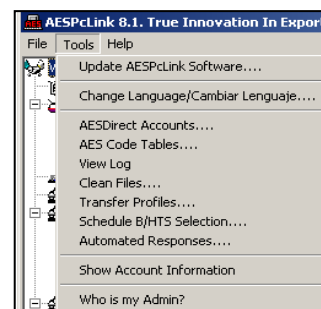
Direct links to *AESDirect* website, CBP website with information on AES and the Census Bureau’s website.

## AESPcLink Tools

*AESPcLink* has 11 tools accessible from the Tools Menu on the gray bar at the top of the screen.

**Update AESPcLink Software** – verifies the version of the software installed on your PC and if necessary, updates the software from *AESDirect*.

1. Go to “Tools” Menu and click on “Update AESPcLink Software”. Click “Next” to determine if updates are needed.
2. If required, *AESPcLink* will automatically update the application.



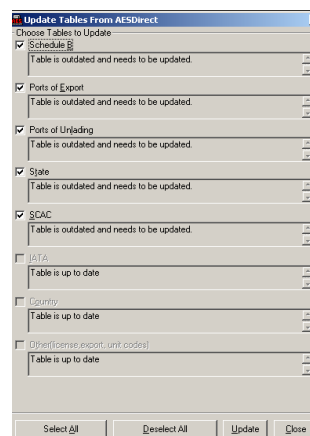
**When a new version of the AESPcLink software is released, a nation-wide Broadcast message is sent to notify all AESDirect accounts.**

**Change Language / Cambiar Lenguaje** – This provides an option for a Spanish interface. Please note that all fields must be input in English.

**AESDirect Accounts** – Switch between AESDirect accounts for your company.

**AES Code Tables** – Most codes in AES have expiration dates and must be updated. This tool verifies all tables and pulls any necessary updates directly from the AESDirect website.

1. Go to “Tools” Menu and click on “AES Code Tables”.
2. Select the radio button next to AESDirect and click “Next”. AESDirect will determine which tables need to be updated.
3. If any updates are needed, a check mark will be next to the code tables, click “Update”. If none are needed, click “Close”. If you click on “Update”, AESPcLink will download the tables from AESDirect. When the update is complete, click “Close”.



and

AES Code Tables must be checked *at least* once a month. If you are receiving error messages for a code when trying to submit an EEI, verify that you are using a valid code and all code tables are up to date.

**Clean Files** – Compacts the software files on the local database. AESPcLink automatically cleans the files when the software is shut down.

**Transfer Profiles** – Export or import party profiles to and from different AESPcLink applications.

**Schedule B/HTS Selection** – Select either Schedule B or HTS commodity number to classify commodities. For each shipment, all commodities must utilize the same classification type.

**Automated Responses** – Enable automated responses to receive AESDirect responses directly on AESPcLink

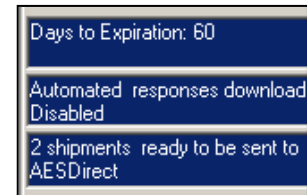
1. Go to “Tools” Menu and click on “Automated Responses”
2. Click “Turn On Automated Download”
3. Once it is enabled, click “Close”

**Show Account Information** - This provides detail regarding a company’s account as registered in AESDirect, including a password expiration counter, the company’s name, Filer ID, Account Administrator and User Managers. To access, you must enter the account password.

**“Who's My Admin?”** – Use this tool if unsure of who manages the account for your company. Enter your Username and Company Filer ID to find receive an e-mail that states who is registered as your company's Account Administrator.

## Features

**Password Expiration Counter** - This feature displays the number of days your account has until your password expires directly on *AES<sup>PC</sup>Link*.



**Login Attempts Counter** -This feature displays the number of login attempts you have left until the account is locked out.

**A Warning Pop-Up for Unlikely, Sensitive Country of Destinations** - There is a verification pop up message that ensures you submit the correct Country of Ultimate Destination. This feature helps you avoid any unwanted delays and/or transmissions with incorrect information.

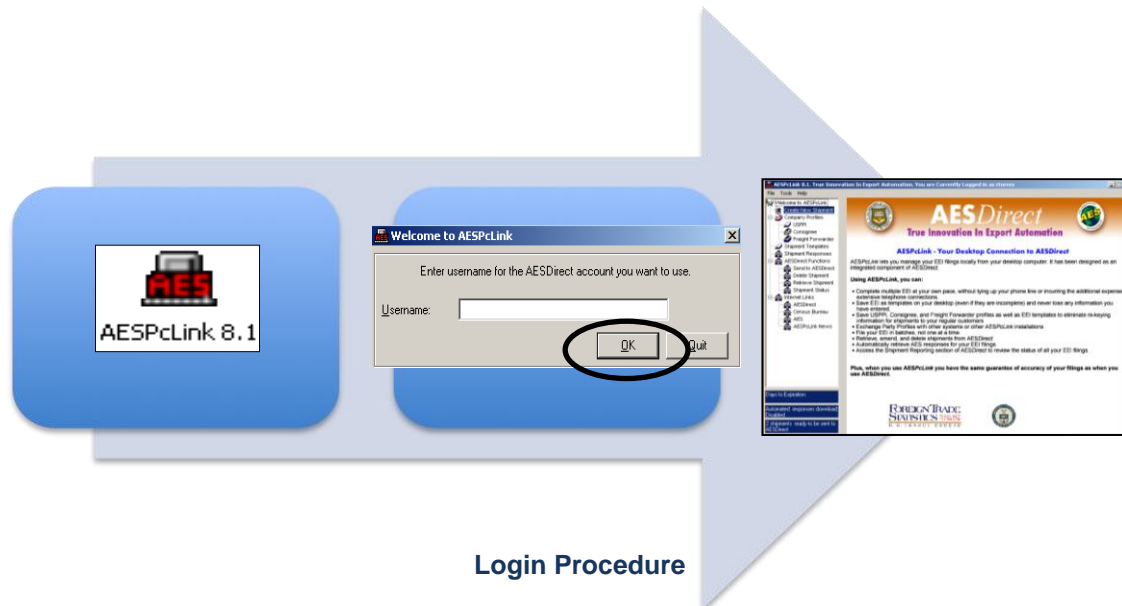
### **AESDirect Archive Service**

You can access shipments older than a year through *AESDirect*. Since the account was created using *AESDirect*, you have access to free retention service of up to 5 years of EEI. Shipments one year or older can be accessed through this database. You must log in to the *AESDirect* website and select “Archived Shipment Reporting Center” from the Main Menu to use this service.

## Create a New Shipment

### Log In to AESPcLink

1. Double click the AESPcLink icon on your desktop
2. Enter your AESDirect Username. Click “OK”.
3. You will be taken to the AESPcLink opening screen.



4. Once logged in you can start to file an EEI. Click on the “Create New Shipment” link in the navigation menu.

### Shipment Information

Click on the “Shipment Information” tab on the top of the screen. Complete each field as required.

Edit Shipment		Schedule B Number in Use				
Shipment Information	USPPI	Ult. Consignee	Commodities	Int. Consignee	Freight Forwarder	Equipment Details

**Section Tabs**

**E-mail Response Address** – This will be the address to which the AES Response message will be sent. More than one e-mail address can be added when separated by commas. At least 1 e-mail address is **required** for all EEI filings.

**Shipment Reference Number (SRN)** – This is a unique alphanumeric identification number for each shipment that can be up to 17 characters long. Filers create an SRN to identify each EEI filed. **Required** for all EEI filings.

Once the filer has assigned an SRN, the number cannot be re-used for future shipments. Doing so will generate a Fatal Error. It is good practice to establish a unique format in your company to create SRNs and maintain a log of all SRNs used to prevent re-using and for easy retrieval.

**Transportation Reference Number** - This is the reservation number or booking number, assigned by the ocean carrier to hold space on the vessel for the cargo. **Conditional field**: only required for vessel shipments.

**Origin State**- Indicate the State in which the goods begin their journey to the port of export. **Required** for all EEI filings.

If a shipment is composed of merchandise from more than one warehouse located in different states, provide the state with the commodity of greatest value; or the state where merchandise is consolidated.

**Foreign Trade Zone (FTZ)**- Provide the 1 to 5 alphanumeric code assigned by the Foreign Trade Zone Board to either an FTZ or sub zone from which goods are withdrawn for export. **Conditional field**; if goods are removed from the FTZ and not entered for consumption. Foreign Trade Zones are specially licensed commercial and industrial areas or areas near ports of entry where foreign and domestic goods may be brought in without being subject to payment of CBP duties.

**Port of Export** – The port of export is the seaport or airport where the goods are loaded on the exporting carrier that is taking the goods out of the United States, or the port where exports by overland transportation cross the U.S. border into a foreign country. **Required** for all EEI filings.

For Mail shipments, report 8000.

**Country of Destination**- Report the country where the goods are to be consumed, further processed, stored or manufactured as known to the USPPI at the time of export. **Required** for all EEI filings.

**Port of Unlading** – This is first port where the goods will be removed from the exporting carrier. **Conditional field**; only required for all vessel shipments and air shipments between the U.S. and Puerto Rico.

**Departure Date**- Report the date of export out of the U.S. **Required** for all EEI filings.

**Mode of Transport**- Report the method by which the goods are exported from the U.S. **Required** for all EEI filings.

For shipments crossing through Canada or Mexico to another destination report the mode of transportation when the goods are loaded on the carrier that is taking the goods out of the United States.

**Carrier SCAC/IATA** – Carrier Code that identifies the transportation company.

**Conditional field**; only required for Air, Vessel, Rail, and Truck shipments. Mail shipments do not require this information.



**Remember you can use the Lookup feature for any field that requires a code.**

If the SCAC/IATA code for your carrier is not retrieved in the search, load the complete code tables from the AESDirect website at: [www.aesdirect.gov/support/reference](http://www.aesdirect.gov/support/reference). Once there, locate the code by using the "Find" feature on your browser. In most cases this is: "Control F".

**Conveyance Name** – Provide the vessel name for ocean shipments and the carrier name for all other modes of transportation. **Conditional field**; only required for Vessel, Air, Rail, and Truck shipments. You may not report UNKNOWN as the Conveyance Name.

**Inbond Type** – Inbond shipments that involve a warehouse or foreign trade zone may be filed in AES for informational purposes only. **Conditional field**; Inbond shipments are not required to be filed in AES per FTR 30.37(e).

**Import Entry Number** – If an Inbond type is specified, report import entry number. **Conditional field**.

**Is this shipment a Routed Transaction?**

A shipment is considered "Routed" when the Foreign Principal Party in Interest (FPPI) authorizes a U.S. Freight Forwarder or U.S. agent to facilitate the export of items, prepare and file the EEI on its behalf. **Required** for all EEI filings.

**Are the USPPI and Ultimate Consignee related companies?**

Companies are considered related when either party, the USPPI and Ultimate Consignee, owns directly or indirectly 10 percent or more of the other party. **Required** for all EEI filings.

**Is any commodity on this shipment hazardous?**

Specify if hazardous merchandise (as defined by the Department of Transportation) is being exported. **Required** for all EEI filings.

## USPPI / Freight Forwarder

Click on the “USPPI” or “Freight Forwarder” tab on the top of the screen. Both sections require the same information. Complete each field as required. You may also load saved “Profiles” from your account to auto-fill the sections. See “Load Profiles” section.



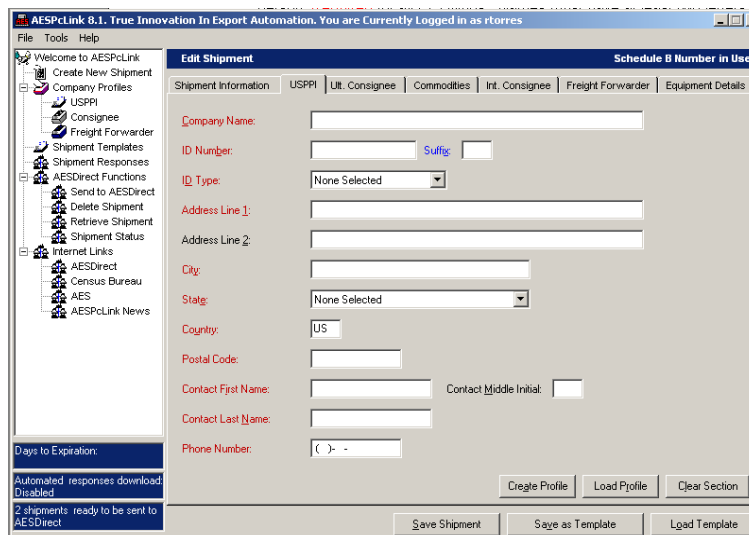
Section Tabs - USPPI

**Company Information-** Provide the company’s name and identification number. **Required** in USSPI and Freight Forwarder sections for all EEI filings.

- **USPPI ID** – The AES allows for Employer Identification Number (EIN) or Foreign Entity ID Types (ex: passport number).
- **Freight Forwarder ID** – AES allows for EIN, or Dun and Bradstreet Number (DUNS).

**USPPI Address-** Indicate the address (no post office box number) of the USPPI from which the merchandise actually began its journey to the port of export. For example, the EEI covering goods laden aboard a truck at a warehouse in Georgia for transport to Florida for loading onto a vessel for export to a foreign country shall show the address of the warehouse in Georgia. **Required** for all EEI filings. For shipments of multiple origins, report the address from which the commodity with the greatest value begins its export journey. If such information is not known, report the address in state in which the commodities are consolidated for export.

**Contact Information-** Provide the first and last name of the USPPI contact person. **Required** for all EEI filings. Names must have at least two letters and cannot contain special characters such as accents or punctuation.



USPPI Section

## Ultimate Consignee / Intermediate Consignee

Click on the “Ultimate Consignee” and/or “Intermediate Consignee” tab on the top of the screen. Complete each field as required. You may also load a saved “Profile” from your account to auto-fill the sections. See “Load Profiles” section.



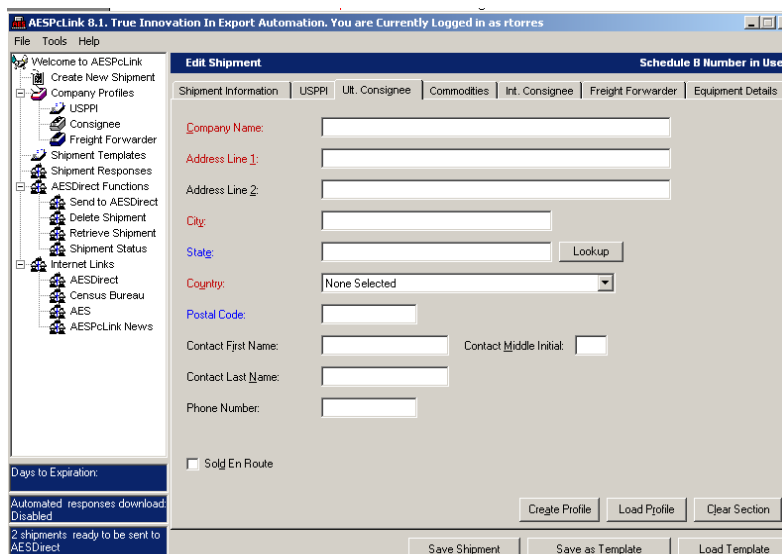
Section Tabs

**Company Information-** Provide the company’s name. **Required** for all EEI filings. If you select “Sold en Route”, all consignee information must be updated within 4 calendar days from the departure date.

**Company Address-** Fields in the address section may be **required** or **conditional** based on the destination of shipment.

- **Address-** Provide the company’s address including street, city and country. **Required** for all EEI filings.
- **State-** Report appropriate state. **Conditional field**. Only required for U.S. and Mexican consignees.
- **Postal Code** – **Conditional field**. A postal code is only required for shipments between the U.S. and Puerto Rico.

**Contact Information-** If you provide a first and last name, do not include any special characters. The phone number must be provided in the correct format with no dashes (NNNNNNNNNN). Optional section.



Ultimate Consignee Section



## Commodities

Click on the “Commodities” tab on the top of the screen. Complete each field as required.

Edit Shipment				Schedule B Number in Use		
Shipment Information	USPPI	Ult. Consignee	Commodities	Int. Consignee	Freight Forwarder	Equipment Details

### Section Tabs

**Schedule B or HTS Number** – Both Schedule B and HTS commodity classification codes can be reported in AES*PcLink*. Some HTS Numbers are not valid for Export (see “Invalid HTS” link or access the AES*Direct* Codes in the Support Center section of [www.aesdirect.gov](http://www.aesdirect.gov)). Provide the full 10 digits without periods. If you do not have your Schedule B number, use the lookup function to locate. **Conditional field**.

Not required if Export Code selected is HH (Personal and household effects and tools of the trade) is selected.

**Commodity Description**- Provide an appropriate commercial description for the commodity. **Required** for all EEI filings.

**Marks and Numbers**- Fill out for record-keeping purposes only. Optional field.

**1<sup>st</sup> and 2<sup>nd</sup> Quantity**- Report the total quantity of the commodity being exported per the unit of measure required by the system. **Conditional field**. Not required if Export Code selected is HH (Personal and household effects and tools of the trade) is selected.

**Units for 1<sup>st</sup> and 2<sup>nd</sup> Quantity**- The Unit of Measure is determined by the Schedule B or HTS number entered. When a valid Schedule B or Harmonized Tariff number is entered, the unit of measure required will automatically populate. Do *not* change the Unit(s) of Measure. **Conditional field**.

Not required if Export Code selected is HH (Personal and household effects and tools of the trade) is selected. To determine the correct unit(s) of measure, link to the Census Foreign Trade Division website for Schedule B or the International Trade Commission Website for HTS.

**Value**- Report the value of the goods at the U.S. port of export. The value shall be the selling price of the goods including inland or domestic freight, insurance, and other charges to the U.S. **Required** for all EEI filings. For more details, see Foreign Trade Regulations FTR 30.6 (a)(17).

Quantity, Value, and Weight fields must be entered using **whole numbers**. Do not use symbols.

**Gross Weight**- The shipping weight must be reported in kilograms. Include the weight of the commodity and weight of normal packaging. **Required** for all EEI filings. For more details, see Foreign Trade Regulations FTR 30.6(a)(16).

**Export Code**- Select the code that identifies the type or condition of the export transaction being made. **Required** for all EEI filings.

Commodity 1	
Export Code:	None Selected
Origin of Goods:	None Selected 00: General exports (all others)
License Type:	TP: Temp. export of dom. goods for proc. and return IP: Imp. free under bond exp. after proc. in U.S. IR: Imp. temp. free under bond exp. after repair/alt. in U.S. CH: Goods donated for relief or charity FS: Foreign military sales MS: Exports for exclusive use of U.S. armed forces
Export License Number:	
DDTC:	
DDTC Exemption Number:	None Selected
DDTC Registration Number:	

**Origin of Goods-** Select “domestic” for commodities grown, produced or manufactured in the U.S., including goods with foreign components assembled as a new good in the U.S. Select “foreign” for goods grown, produced or manufactured in foreign countries and upon entering the U.S. have not undergone any change in form or condition. If the commodity classification number is the same, but the origins vary, report foreign goods separately from domestic goods. [Conditional field](#).

Not required if Export Code selected is HH (Personal and household effects and tools of the trade) is selected.

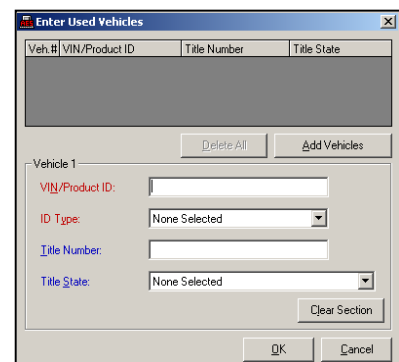
**License Type-** Select the appropriate license type for the commodity. **Required** for all EEI filings. The license type will determine which fields need to be reported.

- **Export License Number-** This would be the license number, permit number or authorization number assigned by the agency issuing the export license. [Conditional field](#). Only required for shipments requiring an export license.
- **ECCN-** This number is used to identify items on the Commerce Control List (CCL). [Conditional field](#); based on merchandise exported.

A complete listing of license codes and descriptions for the U.S. Department of Commerce, Office of Foreign Assets Control (OFAC), Nuclear Regulatory Commission, U.S. Department of State and other Partnership Agency licenses, can be found under **Appendix F** of the AES Trade Interface Requirements (AESTIR). [http://www.cbp.gov/xp/cgov/trade/automated/aes/tech\\_docs/aestir/](http://www.cbp.gov/xp/cgov/trade/automated/aes/tech_docs/aestir/)

**Is this commodity a Used Vehicle?** - Any self-propelled vehicle that has been purchased and then re-sold (even if the vehicle is only days old) is considered a used vehicle. **Required** for all EEI filings.

**Add/Edit Used Vehicles-** Used vehicle exports require vehicle information to be filled in the EEI. [Conditional fields](#). Click on “Add/Edit Used Vehicles Icon at the bottom of the screen to enter the information.



**Edit Shipment** Schedule B Number in Use

Shipment Information | **USPPI** | Int. Consignee | **Commodities** | Int. Consignee | Freight Forwarder | Equipment Details

Comm. #	Schedule B or HTS Number	Commodity Description	Veh.

New Commodity  
Delete All

Commodity 1

Schedule B or HTS Number:  Lookup

Commodity Description:

Marks & Numbers:

---

1st Quantity:  Units for 1st Quantity: None Selected

2nd Quantity:  Units for 2nd Quantity: None Selected

Value:  (Whole U.S. Dollars)

Gross Weight:  (Whole Kilograms)

*Use Vertical Scrollbar to Access All Data Fields*

Add/Edit Used Vehicles Clear Section

Save Shipment Save as Template Load Template

### Commodities Section

## New Commodity

Separate commodity lines will distinguish merchandise valued over \$2500 per commodity classification or requiring an export license. *AESPcLink* allows up to 99 commodity lines per EEI. Any export shipments with more than 99 line items must be filed as separate shipments.

To add more line items, click on the “New Commodity” icon on the top right corner of the section. This will store your first commodity line and allow for input of other commodities. Complete each field as required.

**Edit Shipment** Schedule B Number in Use

Shipment Information | USPPI | Int. Consignee | **Commodities** | Int. Consignee | Freight Forwarder | Equipment Details

Comm. #	Schedule B or HTS Number	Commodity Description	Veh.

New Commodity  
Delete All

### Commodities Section

## Equipment Details

This is an optional section. Click on the “Equipment Details” tab on the top of the screen.

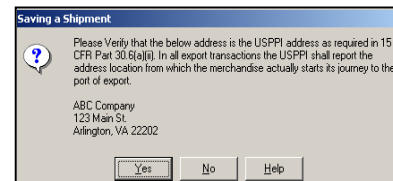
If a Seal Number is submitted, a corresponding Equipment Number must also be submitted.

# Save and Send Shipments to AESDirect

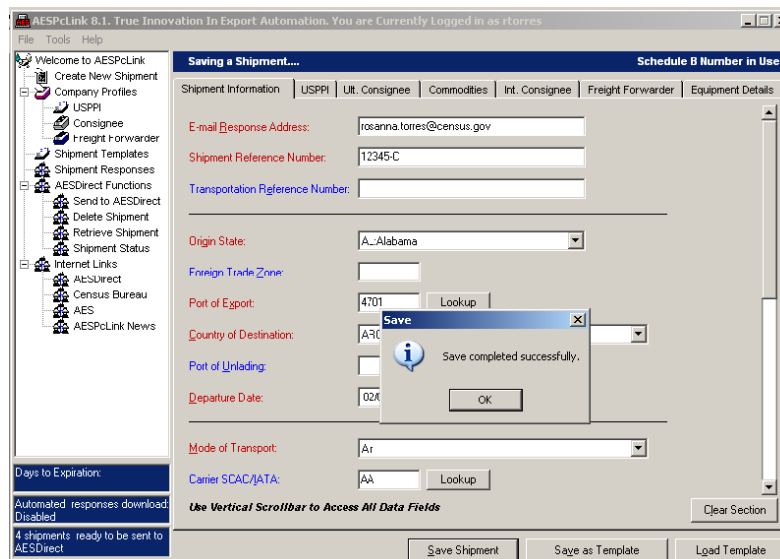
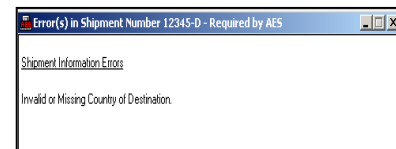
AES*PcLink* validates the information in the EEI prior to sending to AES*Direct*. Completed shipments are saved, validated and placed on queue to be sent to AES*Direct*. Then, it must be sent to AES for processing. A valid Internal Transaction Number (ITN) must be received prior to exporting. Provide this confirmation on your loading documents. See “AES Proof of Filing Citations” section for more details.

## 1. Save Shipment

Once the shipment is complete, click “Save Shipment”. This will check the shipment against AES*Direct* validations.



- If the shipment passes validations, AES*PcLink* will ask you to verify the USPPI address per FTR requirements. If correct, click “Yes”, if not, click “No” and make the appropriate changes. Once the address is confirmed, the shipment will be added to the queue to be sent to AES*Direct*. A counter in the bottom left corner that display how many shipments are in the queue.
- If the shipment does not pass validations, a pop-up message will appear indicating the problem sections and fields. Correct the errors and click “Save Shipment”. Once complete, AES*PcLink* will ask you to verify the USPPI address per FTR requirements. If correct, click “Yes”, if not, click “No” and make the appropriate changes. The shipment will be added to the queue to be sent to AES*Direct*.

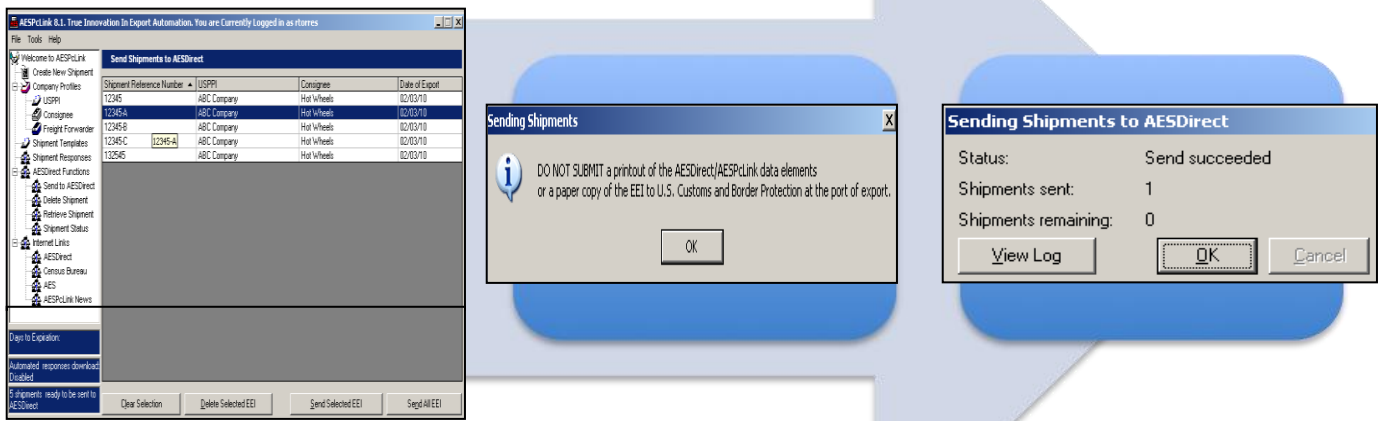


**Shipment Saved**

## 2. Send Shipment to AESDirect

To submit EEI to AESDirect, make sure you have an Internet connection.

1. Under AESDirect Functions, click “Send to AESDirect”. All saved shipments are stored here. From this queue, you can “Send Selected EEI”, “Send All EEI”, “Delete Selected EEI” or clear the queue.  
If you have not yet entered your password yet, you will be prompted to do so.
2. Click Send. AESPcLink will notify you not to submit a paper copy of the EEI to U.S. Customs and Border Protection, click “OK”
3. When the shipment(s) have been successfully sent, you will see a box that says Send Succeeded. The shipment(s) will be transmitted to the AES mainframe for further processing.



**Sending Shipments to AESDirect**

# Templates

## Create a Template

When creating a shipment, an icon at the bottom of the screen allows you to save the data in the EEI as a template. A template saves time for re-keying information used in recurring shipments. See “Getting Started with AESPcLink” section for more details.

1. Complete the parts of the EEI that you want to save as a template.
2. Click “Save as Template” in the bottom right hand corner. Enter a name for the template, click “OK”.

Days to Expiration: 60  
Automated responses download Disabled  
Shipment ready to be sent to AESDirect

### Save Template

## Load a Template

There are two ways to load a template. You may use the link in the navigation bar or load directly from the “Create New Shipment” screen.

### Load Template from navigation bar:

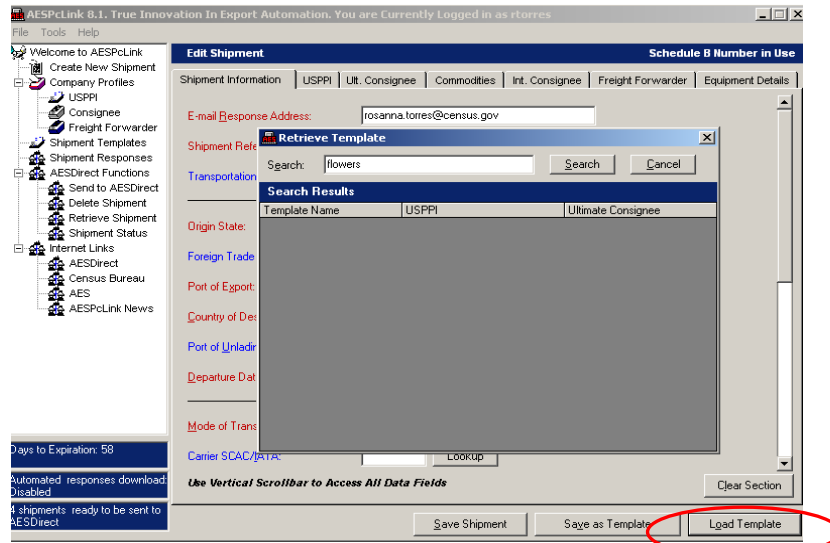
1. Click “Shipment Templates” in the navigation bar. Locate the desired template.
2. Double click the template name to pull up the template.

Template Name	USPPI	Consignee
Bananas to HK	ABC Company	Hot Wheels
Flowers to Madrid	Los Floreros	Mini Carros
Cookies to Spain	Meis Kitchen	Hot Wheels

### Load Template

## Load Template when creating a new shipment:

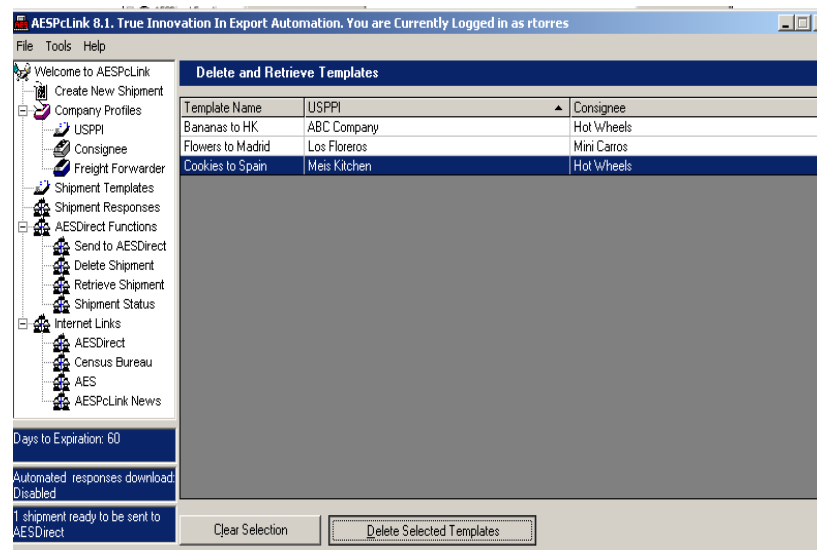
1. Click “Create New Shipment” link in the navigation bar.
2. Click on the “Load Template” icon in the bottom right corner.
3. Enter the template name or click search to show all templates.
4. Locate and double click the template name to load.



Load Template

## Delete a Template

1. Click “Shipment Templates” in the navigation bar.
2. Click on the name of the template you wish to delete.
3. Click “Delete Selected Templates” at the bottom of the screen.



Delete Template

# Profiles

## Create Profile

There are two ways to create profiles. You may use the link the navigation bar or create directly from the “Create New Shipment” screen.

### Create profile from navigation bar:

1. In the navigation bar under Company Profiles, click “USPPI”, “Consignee” or “Freight Forwarder” based on which profile you wish to load.
2. A blank profile form will open, fill in the required information and click “Save Profile”.

### Create profile when creating a new shipment:

1. Click “Create New Shipment” in the navigation bar
2. Enter all of the information for the section you wish to save as a profile (USPPI, Intermediate Consignee, Ultimate Consignee, or Freight Forwarder Section).
3. Click “Create Profile” at the bottom of the screen.

The screenshot shows the AESpLink 8.1 software interface. The main window is titled 'Edit Shipment' and has tabs for 'Shipment Information', 'USPPI', 'Ult. Consignee', 'Commodities', 'Int. Consignee', 'Freight Forwarder', and 'Equipment Details'. The 'USPPI' tab is selected. A 'Load USPPI Profile' dialog box is open, showing a search bar and a table of search results. The table has columns for 'Company Name', 'Address', 'City', and 'State'. The search results show two entries: 'ABC Company' and 'Johns Company'. The 'Johns Company' entry is highlighted. The dialog box also has buttons for 'Search', 'Cancel', 'Create Profile', 'Load Profile', and 'Clear Section'. The main window has a navigation bar on the left with options like 'Welcome to AESpLink', 'Create New Shipment', 'Company Profiles', 'USPPI', 'Consignee', 'Freight Forwarder', 'Shipment Templates', 'Shipment Responses', 'AESDirect Functions', 'Send to AESDirect', 'Delete Shipment', 'Retrieve Shipment', 'Shipment Status', 'Internet Links', 'AESDirect', 'Census Bureau', 'AES', and 'AESpLink News'. At the bottom of the main window, there are buttons for 'Save Shipment', 'Save as Template', and 'Load Template'. A status bar at the bottom indicates 'Automated responses download Disabled' and '1 shipment ready to be sent to AESDirect'.

Company Name	Address	City	State
ABC Company	123 Main St.	Arlington	VA
Johns Company	123 Main St.	Arlington	VA

### Create/Load Profile

## Load Profile

1. Click “Create New Shipment” in the navigation bar.
2. Go to the tab of the type of profile you wish to load (USPPI, Ultimate Consignee, Intermediate Consignee or Freight Forwarder). Click on the “Load Profile” icon at the bottom the screen.
3. Enter in the company name of the profile in question and click “Search”. From the search results, locate the profile you want and double click on the company name to load.



## Search/Edit Profile

1. In the navigation bar under Company Profiles, click on “USPPI”, “Consignee” or “Freight Forwarder”.
2. At the top of the screen, enter the company name of the profile you wish to edit and click “Search”. From the search results, locate the desired profile and double click on the company name to load.
3. Make the appropriate changes and click “Save Profile”.

## Delete Profile

1. In the navigation bar under Company Profiles, click “USPPI”, “Consignee” or “Freight Forwarder”.
2. At the top of the screen, enter the company name of the profile you wish to delete and click “Search”. From the search results, locate the desired profile and double click on the company name.
3. Once it loads, click on the “Delete Profile” icon on the bottom right corner.

The screenshot displays the AESpLink 8.1.1 software interface. The title bar reads "AESpLink 8.1.1. True Innovation In Export Automation. You are Currently Logged in as rtorres". The left sidebar contains a navigation tree with categories like "Welcome to AESpLink", "Create New Shipment", "Company Profiles" (with sub-items USPPI, Consignee, Freight Forwarder), "Shipment Templates", "Shipment Responses", "AESDirect Functions", "Send to AESDirect", "Delete Shipment", "Retrieve Shipment", "Shipment Status", "Internet Links", "AESDirect", "Census Bureau", "AES", and "AESpLink News". The main window is titled "USPPI Profiles" and features a search bar with a "Search" button and a "Create New Profile" button. Below this is the "Edit USPPI Profile" form. The form fields include: Company Name (Pops Chicken), ID Number (101010101) with a "Suffix" field, IQ Type (EIN), Address Line 1 (455 Main St.), Address Line 2, City (Alexandria), State (PR: Puerto Rico), Country (US), Postal Code (00969), Contact First Name (Paul), Contact Middle Initial, Contact Last Name (Larsen), and Phone Number ((333)-555-8787). At the bottom right of the form are "Save Profile" and "Delete Profile" buttons. A status bar at the bottom left shows "Days to Expiration: 60", "Automated responses download: Disabled", and "Shipment ready to be sent to AESDirect".

### Save/Delete Profile

# Shipment Manager

## What you can do with the Shipment Manager!

Search for Shipments

Export to a spreadsheet

Sort search results

Preview shipment details

Save frequently used searches

View detailed AES response messages

Filter your search

Retrieve, Delete, Print and Save as Template

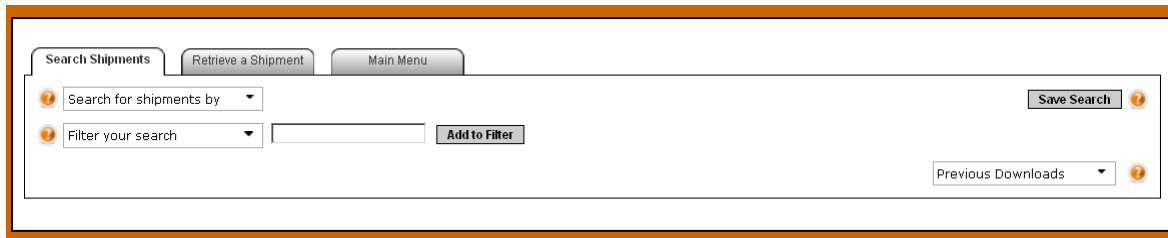
## Access the Shipment Manager

There is a new way to help you better manage your filings: The Shipment Manager. It is accessible from the AESDirect.gov website. You can log in with the same information. Once you log in, click on the “Shipment Manager” link from the Main Menu. Once there, the screen below will appear.

### Shipments

- [Create New Shipment](#)
- [Retrieve Existing Shipment](#)
- [Delete Shipment from AES](#)
- [Shipment Manager New!](#)
- [Retrieve Shipment](#)

AESDirect.gov Main Menu



Shipment Manager Home

## Search for Shipments

Searching for your company’s shipments can be done for the past five years of EEI transmitted. You can only search for a three-month period at once. You can search for shipments by entering the AES ITN or by entering the Shipment Reference Number. You also have the option to display all EEI that was either **filed or edited** during that day, the day before, or within the past 7 days of the current date. This is the same for searches by the **date of export**.



Search Function

## Search by Date

If you prefer to search by specific criteria such as **License Type, Username, Carrier SCAC/IATA**, etc.), you must enter a timeframe to search by. Searches can be done by date of export for the shipment or by the date the shipment was filed.

The diagram illustrates the search date options. On the left, there are two buttons: a blue button labeled "Date of export" and an orange button labeled "Date of filing", separated by a small white box with the word "or". To the right of these buttons is a calendar interface. The calendar shows the month of February 2011. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. The date 15 is highlighted with an orange border, indicating the selected date.

Once you click Search, the output will generate the list of shipments that match the date range entered. There, you can preview details of the shipments before retrieving. You will see an example of that in page 29. If your search generates too many results, it may be easier to filter your search.

## Filter your Search

- 1) Select the Search criteria you are looking for. You can select more than one filter criteria by selecting another search criteria and selecting "Add to Filter". You can unselect a field by using the checkboxes on the top of your search.

The screenshot shows the "Search Shipments" interface. At the top, there are three tabs: "Search Shipments", "Retrieve a Shipment", and "Main Menu". Below the tabs, there is a "Filter by:" section with two checkboxes: "USPPI Name: jame" and "Country of Destination: SPAIN". To the right of these checkboxes is a "Clear All Filters" button. Below the "Filter by:" section, there is a "Search for shipments by" dropdown menu. To the right of this dropdown is a "Filter your search" dropdown menu, which is currently set to "Carrier SCAC/IATA". To the right of this dropdown is an "Add to Filter" button. At the bottom right, there is a "Previous Downloads" dropdown menu and a "Save Search" button.

### Search Function

- 2) If you want to remove all the filters, maintaining the dates already selected, use the "Clear All Filters" icon.
- 3) To look for a shipment, select what you wish to search by from the "Search for Shipments by" drop down menu. You can search by single criteria or you can filter your search to be more specific if you have more than one criteria shown to the right.

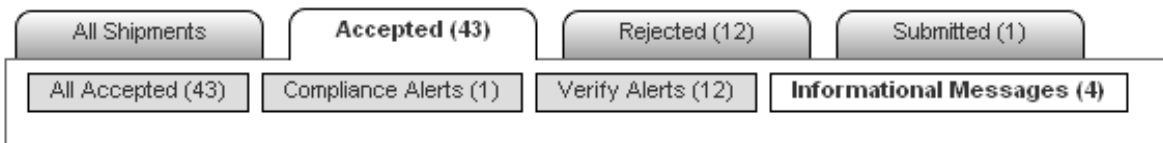
The dropdown menu for "Filter your search" is open, showing a list of search criteria. The criteria are: USPPI ID, USPPI Name, Consignee Name, Country of Destination (which is highlighted), Port of Export, Carrier SCAC/IATA, License Type, and Username.

Filter search by

## Tabs

Once the search output has been generated, you can organize your results. You are able to filter EEI based on the **current AES Status** for each EEI. The status can be organized by: All Shipments; Accepted shipments; Shipments with Compliance Alerts, Verify Alerts, Warning Messages, or Informational messages; Rejected or Update Rejected Shipments; Cancelled Shipments, Cancelled Submitted or Rejected; Submitted Shipments (but not yet processed by AES); Update Submitted, and Cancel Submitted.

To do so, click on the tab for the shipments you would like to view.



Tabs in Search Results

## Show More/Show Less Shipment Details

By default, the Shipment Manager will provide search results with the **Shipment Reference Number, Status of the Shipment, the AES ITN, the Date of Filing and the Date of Export**. If you want to see more details, click on the “Show More Shipment Details” link.

Show More Shipment Details »

By clicking on the “Show More Shipment Details” link, you will be able to preview other details of your shipment without having to retrieve the shipment. The additional details shown by enabling “More details” are: **USPPI Name, USPPI ID, Consignee Name and Country of Destination**.

If you want to return to the default output of the Search Results, you can click on the “Show Less Shipment Details” link.

« Show Less Shipment Details

## Results per Page

By default the Shipment Manager will generate search results showing 10 EEI records per page. If you want to see more EEI in each page, select the amount of records from the “records per page” dropdown menu.

10 records per page ▼

## Sort Search Results

You can sort the output by any of the columns with a triangle next to it. To identify how the output is being sorted, the column that is sorted will highlight the triangle in orange.

Status ▼

## Magnifying Glass Preview

The search results will display a broad summary for each of the returned EEI. If this summary is not enough to identify your shipment, you can display additional shipment details in your screen. Simply expand the output with the Magnifying Glass icon found next to the Shipment Reference Number.

The following additional details will be provided:

- Port of Export
- Port of Unlading
- USPPI Address
- Consignee Address
- Username that created shipment
- Username that updated shipment

Shipment Reference Number	Status	AES ITN	Date of Filing	Date of Export
I want to ... 023311	Accepted	X20110223000003	02/23/2011	02/23/2011
Additional Details:				
Port of Export	MIAMI,FL	Created By	ejgauthier	
Port of Unlading	SAN JUAN,PR	Updated By		
USPPI ID	56935499800 (E)	Country of Destination	PUERTO RICO	
USPPI Name	ABC CORPORATION	Consignee Name	IRAN CORPORATION	
USPPI Address	SUITLAND RD, WASHINGTON, DC, 20024	Consignee Address	123 STREET, TEHRAN, IR	

### Additional Details

You can close the additional details preview by clicking on the red “X” found next to the “Additional Details” title bar.

## Shipment Status - View Detailed AES Response Messages

- 1) Click on Status box that states the current AES status of the EEI to display the detailed AES response message.

All Shipments

Accepted (27)

Rejected (9)

Submitted (1)

Print

Download

1

2

3

4

Next

Go to Page: 

Go

« Show Less Shipment Details

10 records per page

	Shipment Reference Number	Status	AES ITN	Date of Filing	Date of Export	USPPI Name	USPPI ID	Consignee Name	Country of Destination
I want to ...	0112301	Accepted	X20110209000145	02/09/2011	02/09/2011	PETES PIGS	56935499800 (E)	BACON FACTORY	MEXICO
I want to ...	01168501	Accepted/Verify	X20110209000147	02/09/2011	02/09/2011	AMERICAN CORN COMPANY	56239966100 (E)	HANS FOOD COMPANY	PEOPLE'S REPUBLIC OF CHINA
✖	Submission Type	Response Date	Status	Severity	Code	Narrative			
					972	SHIPMENT ADDED; MUST VERIFY			
	Add	02/09/2011 15:41:46	Accepted	Verify	8L1	VALUE/QUANTITY 1 OUT OF RANGE - LOW		Commodity Line 0002	
					8W1	SHIPPING WGT/QUANTITY 1 OUT OF RANGE		Commodity Line 0001	
					8H1	VALUE/QUANTITY 1 OUT OF RANGE - HIGH		Commodity Line 0001	

### AES Responses

- Click on each narrative to find out what caused the message and how to correct it (if necessary).

Submission Type	Response Date	Status	Severity	Code	Narrative
				970	SHIPMENT REJECTED; RESOLVE & RETRANSMIT
Add	01/31/2011 14:07:58	Rejected	Fatal	624	SCHED B/HTS NBR OUTDATED-CANNOT BE USED
<div> <div>624 - SCHED B/HTS NBR OUTDATED-CANNOT BE USED</div> <div> <p><b>What causes this message:</b></p> <p>The Schedule B/HTS Number declared is no longer valid in AES.</p> <p><b>How to resolve this message:</b></p> <p>The Schedule B/HTS Number declared on an EEI cannot be outdated. An active Schedule B/HTS Number must be reported when adding or replacing a commodity line item. AES compares the Departure Date to the Beginning and End date of each Schedule B/HTS Number. Retrieve shipment, correct the Schedule B/HTS Number, correct and resubmit. For help obtaining a Schedule B Number, go to: <a href="http://uscensus.prod.3ceonline.com">http://uscensus.prod.3ceonline.com</a></p> </div> </div>					
020811AIR	Re				
020811RAIL	Re				
020811ROAD	Re				

#### Detail in AES Responses

## Manage Shipments – “I want to...”

After you conduct your search, it's easy to manage your shipments. A convenient drop down menu that says: "I want to..." will be available on the far left side of the search results. It will allow you to **retrieve**, **delete**, **print** or even **save** a selected shipment **as a template**.

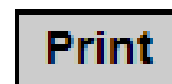
	Shipment Reference Number	Status	AES ITN	Date of Filing	Date of Export
I want to ... Retrieve Delete Print Save as a Template	030211A	Accepted	X20110302000053	03/02/2011	03/03/2011
I want to ...	030311BISTEST	Accepted/Verify	X20110303000091	03/03/2011	03/03/2011
I want to ...	030311STATETEST	Accepted/Verify	X20110303000087	03/03/2011	03/03/2011
I want to ...	65454/54	Accepted	X20110223000064	02/23/2011	03/03/2011
I want to ...	ABC321	Update Rejected/Fatal		03/04/2011	03/05/2011
I want to ...	ABC3210	Rejected/Fatal		03/04/2011	03/05/2011

#### “I want to...” Menu

The menu is available for each shipment. Shipments that show a current shipment status of “Rejected” cannot be deleted.

## Print Search Results

To print a summary of the search results seen on screen, use Print icon located on the right part of your screen, just above search results.



the  
the

This will format your search results into a printable document for your records.

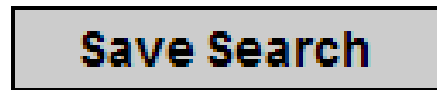
Search Criteria <span style="float: right;">[Print]</span>				
License Type: NA Date of Filing: From: 02/01/2011 To: 03/03/2011			Status: All Total Pages: 6 Number of Shipments: 58 Current Page: 1 Records Per Page: 10	
Shipment Reference Number	Status	AES ITN	Date of Filing	Date of Export
0112301	Accepted	X20110209000145	02/09/2011	02/09/2011
01168501	Accepted/Verify	X20110209000147	02/09/2011	02/09/2011
012345	Rejected/Fatal	X20010817000043	02/09/2011	02/11/2011
0132210	Accepted	X20110209000146	02/09/2011	02/09/2011
020811AIR	Rejected/Fatal		02/08/2011	02/08/2011
020811RAIL	Rejected/Fatal		02/08/2011	02/08/2011
020811ROAD	Rejected/Fatal		02/08/2011	02/08/2011
020911A	Accepted	X20110209000121	02/09/2011	02/12/2011
022311	Accepted	X20110223000003	02/23/2011	02/23/2011
030211A	Accepted	X20110302000053	03/02/2011	03/03/2011

Example of Print Page

## Save Frequently Used Searches

You can save the type of search queries you conduct the most. For example, if weekly you search for all the shipments filed by a particular person within your company, you can save this "frequent search query". Search for the week and filter by username. After the search results are generated, use the "Save Search" icon for the program to save up to 5 favorite searches for future visits. You will be able to save frequent searches within your username to eliminate rekeying of frequently used search criteria.

- 1) Click on the "Save Search" Icon on the top right of your screen.

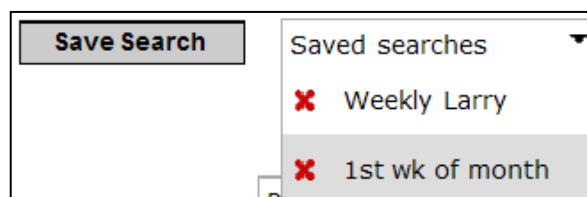


- 2) Just give the search template a name that helps you identify it.

Save Search

Search Name:

- 3) Next time you want to search for a shipment, simply select the search you want to use.

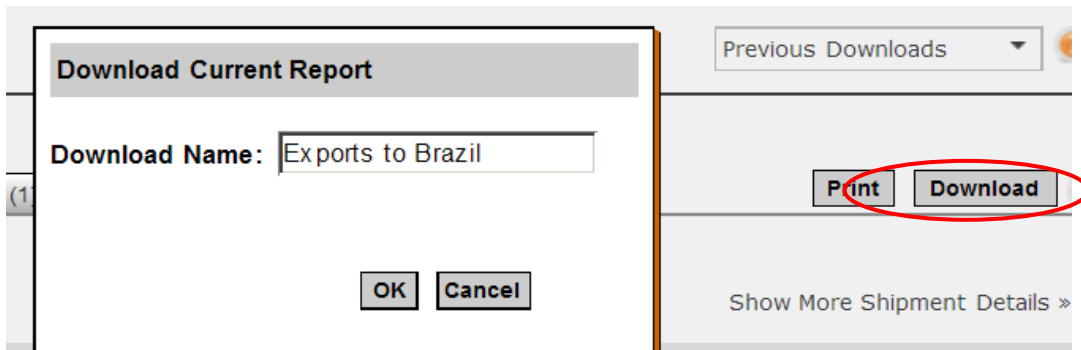


To delete a "Saved Search", click on the red "X" next to the Saved search name.

## Export to a Spreadsheet File

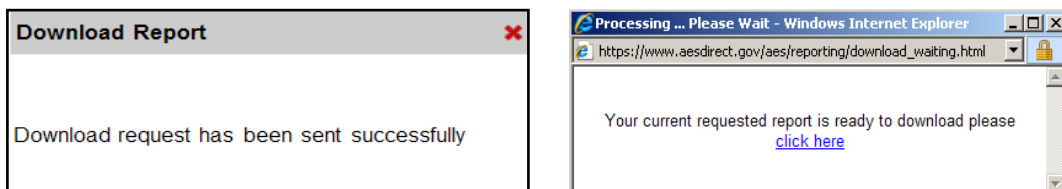
You can export search outputs into a spreadsheet format. This serves as a tool to assist your company achieve full compliance. All the criteria displayed on your screen will be exported to the spreadsheet.

- 1) Click on the “Download” Icon on your screen. Enter a name for the current report. You will later use this name to track past reports.

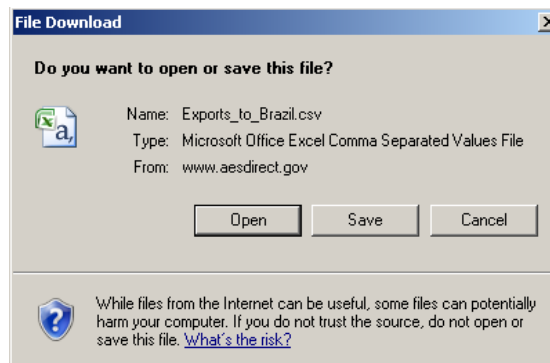


### Exporting a Report to Spreadsheet

- 2) You will receive a pop-up indicating the report is being processed. A second pop-up will indicate your report is ready for download.



- 3) A third pop up will ask you if you wish to open or save the report.



- 4) Open file in your preferred csv. format. On the next page is an example of the file opened with Microsoft Excel 2007.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Shipment Report													
2	Created on 02/09/2011 08:32													
3	Search by: Date of Filing from 02/03/2011 to 2/10/2011													
4														
5	Shipment Status	AES ITN	Date of Filing	Date of Export	USPPI Name	USPPI IC	USPPI ID Type	Address1	Adc City	State	Postal Co	Consignee Name		
6	020811AIR Rejected		2/8/2011 8:16	2/8/2011	EMPRESAS CENSO	1E+11	E	SUITLAND RD	WASHINGTON	DC	20024	COMPANIA ESPANOLA DE P		
7	020811RAI Rejected		2/8/2011 8:17	2/8/2011	EMPRESAS CENSO	1E+11	E	SUITLAND RD	WASHINGTON	DC	20024	COMPANIA ESPANOLA DE P		
8	020811RO Rejected		2/8/2011 8:18	2/8/2011	EMPRESAS CENSO	1E+11	E	SUITLAND RD	WASHINGTON	DC	20024	COMPANIA ESPANOLA DE P		
9	AESMANU Accepted	X20110204	2/4/2011 12:02	2/3/2011	BOB SHIPPING LINE	2E+10	E	4600 SILVER HILL ROAD	WASHINGTON	DC	20233	SPANISH CONQUEST DELIVE		
10	BALTO020 Accepted	X20110207	2/7/2011 13:23	2/28/2011	123 COMPANY	1E+10	E	ONE PROFITABLE PLACE	SUITLAND	MD	20746	XYZ COMPANY		

Example of Spreadsheet

## Search for Previous Downloads

If you had previously created a report and want to refer back to it, you can. The Shipment Manager allows you to search for past reports.

Previous Downloads		
Monthly Verify Messages	02/28/2011	Available
Machinery to Spain	02/28/2011	Available
Exports to Brazil	02/28/2011	Available

## Retrieve a Shipment

Previously filed shipments can be retrieved by entering the Shipment Reference Number (SRN) and the USPPI ID or, if the EEI was accepted, by entering the Internal Transaction Number (ITN). You will be taken into the “Shipment Viewer” from your account once the shipment is retrieved.

- 1) From the “Retrieve a Shipment” tab, you have the option of retrieving by ITN or by entering the Shipment Reference Number and the USPPI ID number.
- 2) After entering the SRN/USPPI ID or ITN, click “OK”.

Search Shipments

Retrieve a Shipment

Main Menu

Shipment Reference Number: 
OR
AES ITN: ☒

USPPI ID:

If you decide to retrieve the shipment from this tab, you will **not** pull up the Status of your shipment and you will not be asked if you want to save as a template, print or retrieve the shipment. If you choose to retrieve the shipment from this page, the system will pull up your shipment in the Shipment Viewer to allow for changes or edits. If you want to see details regarding your shipment before pulling it up entirely, use the “Search Shipments” tab.

Help Icon



Retrieve a Shipment from the Shipment Manager

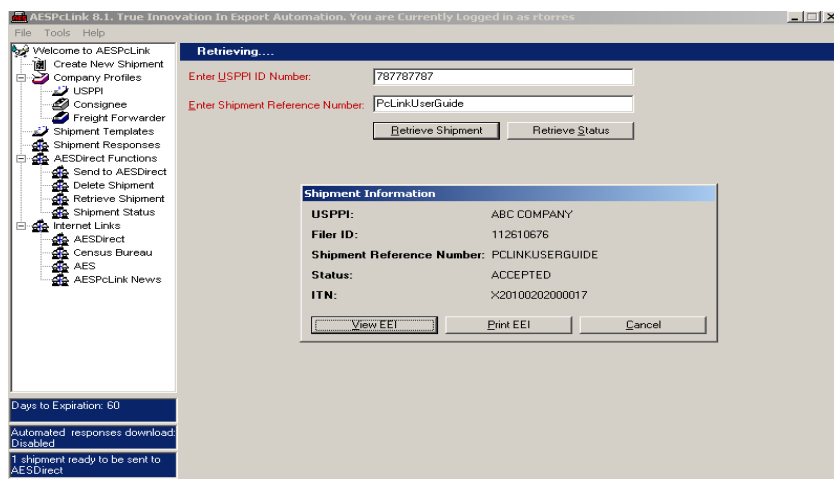
If you forget what some of the features are for the Shipment Manager, simply click on the Question Mark icon found throughout the application. This will give you hints on what each function is about.

## ***Retrieve, Verify/Update, Print and Delete a Shipment***

### **Retrieve a Shipment**

1. In the navigation bar under *AESDirect* Functions, click “Retrieve Shipment”.
2. Enter the USPPI ID Number and the corresponding Shipment Reference Number and click “Retrieve Shipment”.

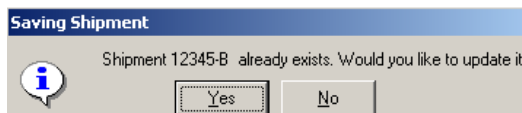
Retrieving a shipment allows you to verify or print the EEI.



**Retrieve/Print a Shipment**

### **Verify/Update a Shipment**

1. Follow the steps to “Retrieve a shipment”
2. To verify or update the shipment click “View EEI”. This will load the EEI.
3. Click the tab that needs verified or updated and make necessary changes. If updates are made, click “Save Shipment” and follow instructions to “Send Shipment”.
4. Make sure to re-submit the shipment using the **same** Shipment Reference Number as the original shipment. This will prompt a window asking you to confirm the update. The ITN will remain the **same**.



### **Print a Shipment**

1. Follow the steps to “Retrieve a shipment”.

- Click on the “Print EEI” icon to load a copy of the EEI filing.

Only print a copy of the shipment for company record retention. Do not submit a paper copy to US Customs and Border Protection. This will result in a duplicate filing and can be subject to fines and penalties.

[\[Print\]](#)

Shipment Information		USPPI	
<b>Filer ID:</b>	112610676	<b>Name:</b>	JOHNS TIRES
<b>Shipment Reference Number:</b>	999996	<b>ID Number:</b>	555111222(SSN)
<b>ITN:</b>	X20080303000013	<b>Contact:</b>	JOHN SMITH
<b>Current Date/Time:</b>	Mon Dec 22 10:52:37 2008 EDT	<b>Phone:</b>	9495551212
<b>Departure Date:</b>	01/10/09	<b>Cargo Origin:</b>	2600 MAIN ST IRVINE, CA 92612
<b>Origin State:</b>	ALABAMA(AL)		
<b>Country of Dest.:</b>	GERMANY, FEDERAL REPUBLIC OF(DE)	<b>Ultimate Consignee</b>	
<b>Export Port:</b>	FEDERAL EXPRESS,INDIANAPOLIS,IN(4198)	<b>Name:</b>	GERMAN GOODYEAR TIRES
<b>Mode of Transportation:</b>	Air(40)	<b>Contact:</b>	KLAUS LISCHER
<b>Carrier SCAC/IATA:</b>	FEDEX(FX)	<b>Phone:</b>	8885551212
<b>Conveyance Name:</b>	FEDEX	<b>Address:</b>	123 GRAIMBERG WIEG HEIDELBERG 65112 DE
<b>Routed Transaction?</b>	No	<b>Freight Forwarder</b>	
<b>Related Companies?</b>	No	<b>Name:</b>	CENSUS AES DIRECT
<b>Hazardous?</b>	No	<b>Contact:</b>	KEITH JONES
		<b>Phone:</b>	3017636939
		<b>Address:</b>	4600 SILVER HILL ROAD ROOM 6K028F WASHINGTON, DC 20233 US

Commodities									
Item	ETC	Schedule B/HTS/Description	Qty	Gross Wt.	Value	Origin	License	Vehicle	
1	OS	9504300010 VIDEO GAMES THAT REQUIRE COINS	X	96 KG	\$100	D	C33	No	

Sample of Shipment Printout

## Delete a Shipment

- In the navigation bar under *AESDirect* Functions, click “Delete Shipment”.
- Enter the USPPI ID number and the corresponding Shipment Reference Number.
- Click “Delete”. This action sends a message to *AESDirect* to delete the shipment from the AES mainframe. A deleted shipment is retrievable in *AESpCLink* but the ITN and shipment will no longer be active in the AES mainframe.

Delete Shipment

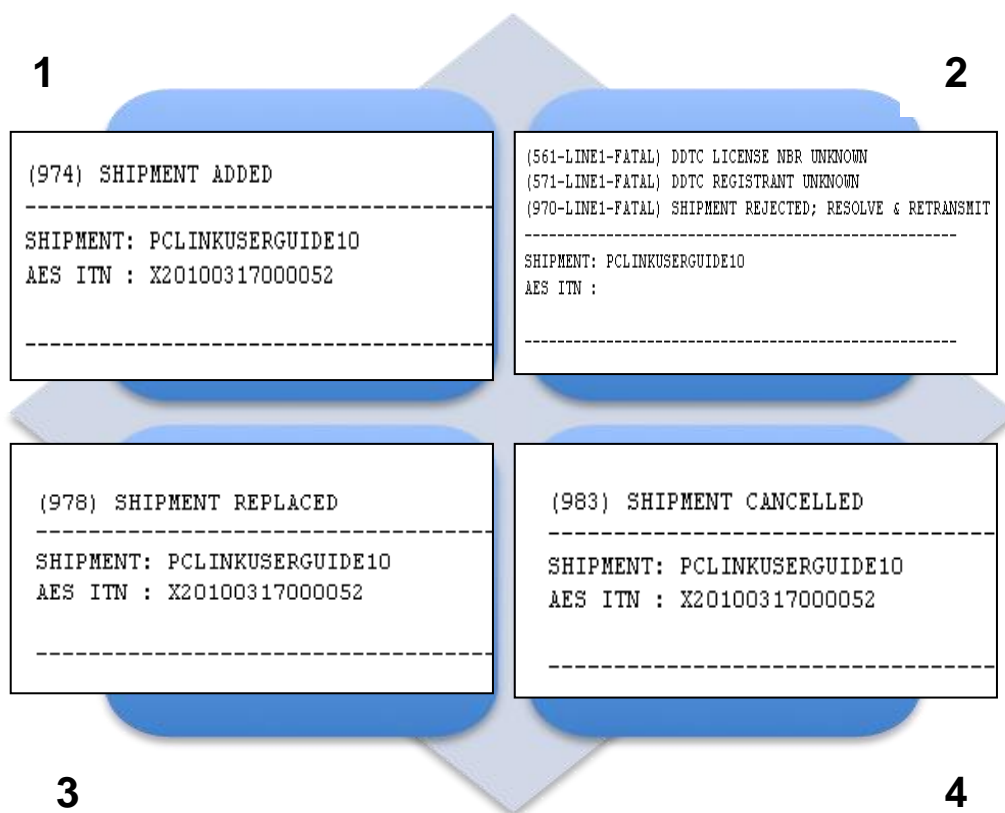
## AES Responses

Once shipments are processed by the Automated Export System (AES), a response message is generated. It will indicate the status of the shipment. These responses can be viewed from two different locations: **Response E-mail** and the **Shipment Responses** function within *AES*PcLink**.

### Response E-mail

E-mail messages will be sent to the address reported in the Shipment Information section. Messages will indicate if the shipment has been Accepted (1), Rejected (2), Replaced (3) or Deleted (4).

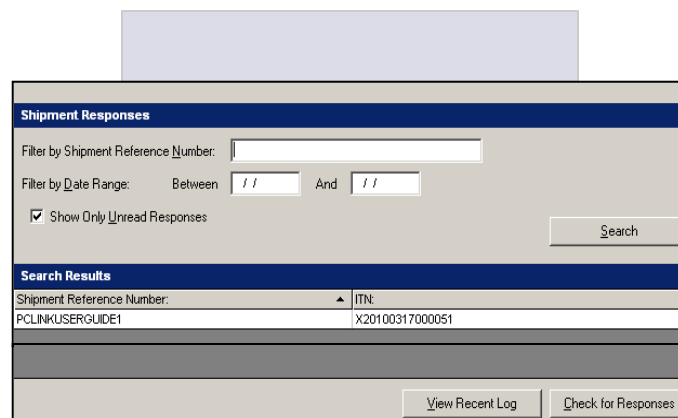
Do not depend solely on the e-mail response to receive your ITN. Also check the Shipment Responses function within *AES*PcLink**.



## Shipment Responses

The Shipment Responses function will load detailed Customs response including any error/verify messages and if accepted, the ITN.

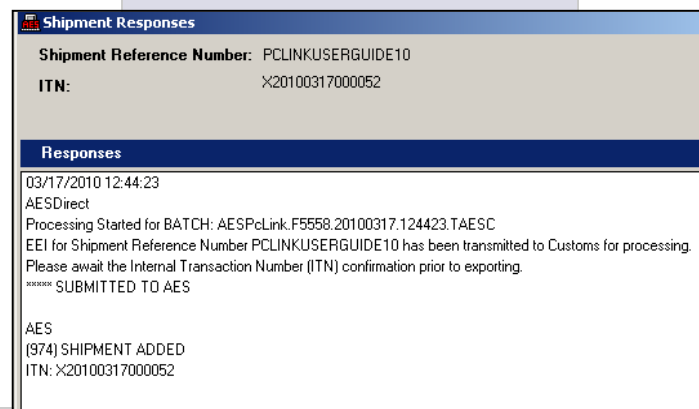
1. In the navigation bar, click “Shipment Responses”.
  - If you see the Shipment Reference Number in question double click the shipment to see the response.
  - If you do not see the Shipment Reference Number in question click “Check for Responses”. Double click the Shipment Reference Number to load detailed Customs response.



The screenshot shows a web application interface for "Shipment Responses". It features a search section with fields for "Filter by Shipment Reference Number", "Filter by Date Range" (with "Between" and "And" options), and a checkbox for "Show Only Unread Responses". A "Search" button is located to the right. Below the search section is a "Search Results" table with two columns: "Shipment Reference Number" and "ITN". The table contains one row with the values "PCLINKUSERGUIDE1" and "X20100317000051". At the bottom of the interface are two buttons: "View Recent Log" and "Check for Responses".

Shipment Reference Number	ITN
PCLINKUSERGUIDE1	X20100317000051

### Shipment Response



The screenshot shows a detailed view of a shipment response. It includes the "Shipment Reference Number" (PCLINKUSERGUIDE10) and the "ITN" (X20100317000052). Below this is a section titled "Responses" which contains a timestamp (03/17/2010 12:44:23) and a message from AESDirect. The message states: "Processing Started for BATCH: AESpLink.F5558.20100317.124423.TAESC EEI for Shipment Reference Number PCLINKUSERGUIDE10 has been transmitted to Customs for processing. Please await the Internal Transaction Number (ITN) confirmation prior to exporting. \*\*\*\*\* SUBMITTED TO AES". At the bottom, it shows "AES (974) SHIPMENT ADDED" and the "ITN: X20100317000052".

**Responses**

03/17/2010 12:44:23  
AESDirect  
Processing Started for BATCH: AESpLink.F5558.20100317.124423.TAESC  
EEI for Shipment Reference Number PCLINKUSERGUIDE10 has been transmitted to Customs for processing.  
Please await the Internal Transaction Number (ITN) confirmation prior to exporting.  
\*\*\*\*\* SUBMITTED TO AES

AES  
(974) SHIPMENT ADDED  
ITN: X20100317000052

### Detailed Response

## ***AES Proof of Filing Citations***

---

The **ITN** (Internal Transaction Number) is the confirmation number that proves a shipment has been accepted by AES. This number is unique for every shipment and must be provided to U.S. Customs and Border Protection (CBP) at the port of export.

Once an ITN is assigned to the shipment, the shipment is ready for export. The exporter **must** cite the ITN on the first page of the bill of lading, air waybill, and/or other commercial loading documents.

The <b>XTN</b> (Filer ID – Shipment Reference Number) is <b>NO</b> longer accepted as an AES Proof of Filing Citation.
--

### **Predeparture Citations**

- **AES ITN**
  - Example: AES X20100320000001

### **Postdeparture Citations**

- If Authorized Agent files on behalf of the approved USPPI
  - AESPOST USPPI ID FILER ID Date of Export  
Example: AESPOST 12345678900 987654321 03/20/2010
- If USPPI files EEI directly to AES
  - AESPOST USPPI ID – Date of Export  
Example: AESPOST 23456789000 03/20/2010

## ***Additional Resources***

---

For additional resources, click on the *AESDirect* link under Internet Links. The “Related Sites” section of the website provides useful links to Government and Partner Websites.

### **Government Websites**

#### **Census Bureau – Foreign Trade Division (FTD)**

<http://www.census.gov/foreign-trade/www/>

Provides information on Foreign Trade Statistics, Regulations, reference materials, and extensive details on AES.

#### **Customs and Border Protection (CBP)**

<http://www.cbp.gov/xp/cgov/trade/automated/aes>

Provides access to the Customs Export section, including information on:

- AES
- Blocked, denied and debarred persons lists
- Export documents, licenses and requirements

#### **Department of Commerce – Bureau of Industry and Security (BIS)**

<http://www.bis.doc.gov>

Provides information on export control basics, export administration policies and regulations, compliance and enforcement, seminars and training, and links to Export Administration Regulations (EAR), including the Commerce Control List (CCL).

#### **Department of the Treasury – Office of Foreign Assets Control (OFAC)**

<http://www.ustreas.gov/offices/enforcement/ofac>

Provides access to specially designated nationals (SDN), blocked persons lists, sanction programs and country summaries.

#### **Department of State – Directorate of Defense Trade Controls (DDTC)**

<http://pmddtc.state.gov/>

Provides information for registering with the DDTC and applying for a license to ship items on the U. S. Munitions List (USML). Includes a link to the International Traffic in Arms Regulations (ITAR).

#### **Export.gov – U.S. Commercial Service, International Trade Administration (ITA)**

<http://trade.gov/cs/>

<http://export.gov>

Provides access to all export-related assistance and market information offered by the federal government.

### Technical Support



Call Tech Support for issues with:

- Username and Password
- AESDirect connection
- AESPcLink connection

**Toll Free: 877-715-4433**

Alternative: 301-562-7790

E-mail: [boc-support@tradegate2000.com](mailto:boc-support@tradegate2000.com)

#### **Live Support:**

M - F: 7 AM - 7 PM, ET

Sat: 9 AM - 3 PM, ET

#### **Call Back Support:**

Sat: 7 AM to 9 AM & 3 PM - 7 PM, ET

Sun: 7 AM - 7 PM, ET

#### **Emergency Support:**

Monday through Sunday, 7:00 PM to 7:00 AM, ET

### U.S. Census Bureau

#### **Automated Export System (AES)**

**Toll Free: 800-549-0595- Option 1**

Hours: M – F: 7:30 AM - 5:30 PM, EST

E-mail: [AskAES@census.gov](mailto:AskAES@census.gov)

- AES Filing Problems
- AES Fatal Errors
- AES Monthly Reports
- AESPcLink Workshops
- Postdeparture Filing

#### **Commodity Classifications**

**Toll Free: 800-549-0595- Option 2**

Hours: M – F: 8 AM - 5:30 PM, EST

E-mail: [ftd.scheduleb@census.gov](mailto:ftd.scheduleb@census.gov)

- Schedule B Classification Assistance
- Commodity related reporting issues
- Parameter Change Requests

#### **Regulations on Filing Export Data**

**Toll Free: 800-549-0595- Option 3**

Hours: M – F: 7:30 AM - 6:30 PM, EST

E-mail: [ftdregs@census.gov](mailto:ftdregs@census.gov)

- Clarifying Regulations
- Responsibilities of the Parties in Export Transactions
- Regulation Seminars

#### **Trade Data**

**Toll Free: 800-549-0595- Option 4**

Hours: Monday to Friday, 8 AM - 5:30 PM, EST

E-mail: [ftd.data.dissemination@census.gov](mailto:ftd.data.dissemination@census.gov)

- Questions about U.S. International Trade Statistics
- Help with USA Trade Online
- Information on Trade Data Products and Subscriptions

### Licensing Issues

#### **United States Munitions List (USML) & Commerce Control List (CCL)**

##### **U.S. Department of State Licenses**

Directorate of Defense Trade Controls:

**202-663-2700**

##### **Bureau of Industry and Security**

Washington, DC: **202-482-4811**

Western Regional Office: **949-660-0144**

**Assistance in Exporting Worldwide -U.S. Commercial Service: 1-800-USA-TRADE**